

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – October 9, 2019

PRESENT: Craig Maguire, President; Robert Manning, Vice-President; Susan Downey, Barbara Aitken, Margaret Van Patten, Library Director; Edward McManus, Krista Wells, Secretary

ABSENT: Linda Clarkson, Mary Lou Carpinella

The Board meeting was called to order by President Maguire at 7:35 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members of library matters.

Presentation by Jeanne Morelli on Cyber Security. Ms. Morelli spoke with the Board regarding the recent cyber attack that effected the Onondaga County Public Library (OCPL) system. Ms. Morelli provided an update on the status of the OCPL recovery efforts and steps institutions should take to protect against such attacks.
- II. Disposition of Minutes of September 11, 2019 meeting. The minutes were distributed and reviewed. Motion by Manning, seconded by McManus that the minutes be accepted as corrected. Carried.
- III. Treasurer's Report: Public Fund. The Budget Status Reports for 07/01/2019 – 07/31/2019 and 07/01/2019 – 08/31/2019 were distributed and discussed. Manning will inquire with OCPL regarding compensation for lost funds directly related to the recent cyber attack. Motion by McManus, seconded by Downey, that the Public Fund reports for Cycle 1 - 07/31/2019 - 07/31/2019 and Cycle 2 – 07/31/2019 – 08/31/2019 be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report was distributed and discussed. Abe Morelli reminded the Board about the restricted funds still available. Van Patten will look into appropriate ways to utilize those funds. Motion by Downey, seconded by Aitken that the Donation Fund report for September 2019 be accepted as presented. Carried.

- V. Bills: Public Fund. The Public Fund Bills Payable report for 9/11/2019-10/9/2019 was distributed and discussed. Van Patten reported that the initial half of the King and King payment has been included for payment. Van Patten also reported that a separate account code has been created for the parking lot construction project. Motion by Manning, seconded by Downing that the bills for 9/11/19-10/9/19 be accepted as presented. Carried.
- VI. Bills: Donation Fund. No bills presented.
- VII. Public Comments. None.
- VIII. Old Business.
- A. Updates
1. Library Construction Grants. The 2020 grant has been submitted online. It is currently awaiting approval by OCPL and then will be forwarded to the State. Initial discussions imply the parking lot repair and update will be funded 75% by the construction grant with a 25% match by the Library. The status of the grant and work to be completed was discussed. The work will not start until the grant has funded.
 2. Monthly Energy Review. The total energy usage for last fiscal year was the lowest it has even been in the current building. This year is trending similar to last year.

Natural Gas usage is on trend with previous years. Manning suggested looking at the water heater. It may need to be replaced depending on the age. If replaced, the library may see savings from increased efficiency.
 3. Fundraiser: Barnes and Noble Book Fair. The Book Fair will be held on November 30, 2019. A planning meeting will be set up between Board members and Jim Robinson, Barnes and Noble Store Manager.
- B. Long Range Plan 2012-2018. A Community Conversation is scheduled for Saturday, October 12, 2019 from 10a – 4p at the Baldwinsville Public Library.
- C. Parking Lot Update See notes in Library Construction Grants

D. OCPL Cyber Attack Update See update provided by Jeanne Morelli at beginning of minutes.

IX. New Business

A. Personnel Changes. None

X. Directors Report. Van Patten requested a change in the charges for faxing internationally. Recently, two international faxes were made that ended up costing the Library more than was brought in from the fees. After a review of the current fee schedule, Van Patten is requesting a \$20 fee for international faxes, with the exception of Mexico and Canada which will remain at the currently \$10 fee. There is no change to domestic fees requested. Motion by Manning, seconded by Downey, that the international fax fee be set to \$20 for all international countries other than Mexico and Canada. Carried,

XI. Adjournment. Motion by Manning, seconded by Downey that the meeting be adjourned at 9:18p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, November 6, 2019 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary